

FINANCE COMMITTEE MEETING MINUTES
UPSTAIRS MEETING ROOM, 1 AVENUE A, TURNERS FALLS, MA
WEDNESDAY, JULY 8, 2020
Page 1 of 4

The Chair opened the meeting

#1 Meeting was opened at 7:00 PM in the in Upstairs Meeting Room

- **Finance Committee members participating remotely:** Jen Audley, Fred Bowman, Greg Garrison, John Hanold, Chris Menegoni and Franca Wisnewski.
- **Others participating remotely:** Town Accountant Carolyn Olsen and Parks & Recreation Director Jon Dobosz.
- The Chair announced that the meeting is being recorded by the Town of Montague via Zoom. The link to the Zoom recording is <https://vimeo.com/439407987>.

#2 Minutes

Finance Committee Moved (moved by Fred Bowman, seconded by John Hanold):

To approve the minutes of May 20, 2020, June 8, and June 15, 2020

Vote: Audley –Aye, Bowman –Aye, Garrison –Aye, Hanold –Aye, Wisnewski- Aye, Menegoni-Aye

#3 Reserve Fund Transfers

The Parks and Recreation Department is requesting a Reserve Fund Transfer of \$2,300 to cover COVID-19 expenses through June 30th, including wages for sanitizing playground equipment, cleaning/sanitizing supplies, and a partial month's rental of an ADA portable toilet. This amount is revised slightly from the original request.

Finance Committee Moved (moved by Greg Garrison, seconded by John Hanold):

To approve a transfer of \$2,300 to the Parks and Recreation FY20 budget, with \$420 allocated to 001-5-630-5124 (P/T Temp Wages) and \$1,880 allocated to 001-5-630-5242 (Grounds & Facilities).

Vote: Audley –Aye, Bowman –Aye, Garrison –Aye, Hanold –Aye, Wisnewski- Aye, Menegoni-Aye

The Parks and Recreation Department is also requesting a Reserve Fund Transfer of \$2,100 to offset Recreation Revolving expenses incurred for the Bluefish swim team's coaches' wages, noting that the cancellation of programs prevented receipt of revenues that would normally fund these costs.

Finance Committee Moved (moved by Greg Garrison, seconded by John Hanold):

FINANCE COMMITTEE MEETING MINUTES
UPSTAIRS MEETING ROOM, 1 AVENUE A, TURNERS FALLS, MA
WEDNESDAY, JULY 8, 2020
Page 2 of 4

To approve a transfer of \$2,100 to the Recreation Revolving Fund Bluefish swim team coach wages (227-5-630-5142).

Vote: Audley –Aye, Bowman –Aye, Garrison –Aye, Hanold –Aye, Wisnewski- Aye, Menegoni-Aye

The Animal Control budget's postage line item was overspent due to unexpected mailing costs required by COVID-19. The amount requested is slightly revised from the original request.

Finance Committee Moved (moved by Greg Garrison, seconded by John Hanold):

To approve a transfer of \$144 to the FY20 Animal Control Budget, specifically account 001-5-292-5344.

Vote: Audley –Aye, Bowman –Aye, Garrison –Aye, Hanold –Aye, Wisnewski- Aye
Menegoni-Aye

#4 Debrief Town Meeting

Jen Audley invited the committee members to share reflections on the Annual Town Meeting held on June 13, 2020.

Mr. Garrison observed that the issue of decreasing the Police budget did not arise prior to Annual Town Meeting, and Mr. Bowman is concerned about the impact on FY2021 of COVID-19 issues, particularly those affecting the GMRSD. Ms. Wisnewski was satisfied with the respectful attitude of meeting members. Mr. Menegoni felt that the Q & A aspect could be continued in the future. Ms. Audley received expressions of thanks from members of the public for the Finance Committee's materials, and was satisfied by the outcome of the Police discussion.

#5 Updates from Town Accountant (Closing Fiscal Year 2020 Fiscal Year 2021 Revenue Projections and Budget Updates)

* Ms. Olsen and Chief Williams discussed the ways to cut \$45,582 from the Police Department Operating budget. Because expenses don't have much flexibility, the cuts were made fairly equally in part-time wages, overtime, and training. Charging 111F wages to the 111F special revenue fund for an officer currently on 111F will offset the cut to the overtime. The option of laying off an officer was rejected because the most junior officer is just coming back from the academy, so the investment the town has made in their training would have been wasted.

FINANCE COMMITTEE MEETING MINUTES
UPSTAIRS MEETING ROOM, 1 AVENUE A, TURNERS FALLS, MA
WEDNESDAY, JULY 8, 2020
Page 3 of 4

*Ms. Olsen reported that closing the books on FY20 will take at least until the end of July, and that no additional information to inform our revenue and expense projections for FY21 has become available. We will be in a better position to recommend action by the end of September or October when likely changes to FY2021 State Aid will be clearer. Scheduling of a Special Town Meeting can occur at that time, and adjustment of the appropriation from Taxation to General Stabilization should be affordable.

#6 Review plan to bring deferred Articles to Special Town Meeting

No action at this time. The Capital Improvements Committee is asked to review the estimate costs and urgency of the articles they supported.

#7 Finance Committee Reorganization

Jen Audley noted that the Clerk/Secretary position needs to be filled, as Carolyn Olsen is no longer doing minutes. During FY2020 Ms. Audley did a lot of co-ordination of minutes but feels it is too much on top of her duties as Chair.

Finance Committee Moved (moved by Fred Bowman, seconded by Greg Garrison):

To appoint Jen Audley as Chair, Greg Garrison as Vice-Chair, and John Hanold as Clerk.

Vote: Audley –Aye, Bowman –Aye, Garrison –Aye, Hanold –Aye, Wisnewski- Aye
Menegoni-Aye

#8 Review plans for Financial Policies and Financial Forecast Projects

The first meetings will be July 15 for Financial Policies, and 29 July for Financial Forecasting. Ms. Audley is a designated member but hopes for input from Finance Committee members, and points out that the meetings are open to the public.

#9 Summer Meeting Schedule

Jen Audley doesn't think we need a regular meeting before Ms. Olsen has closed FY2020 records. The result is to revert to 6:00 start time and to meet biweekly for the time being. The next meetings will be August 5, August 19, and September 2, 2020.

#10 Topics not anticipated within the 48 hour posting requirements – none

FINANCE COMMITTEE MEETING MINUTES
UPSTAIRS MEETING ROOM, 1 AVENUE A, TURNERS FALLS, MA
WEDNESDAY, JULY 8, 2020
Page 4 of 4

Fred Bowman expressed a desire to get an update from GMRSD. Jen Audley will reach out to Brian Beck, whose tenure as superintendent started on July 1.

#11 Motion to Adjourn

Finance Committee Moved:

To adjourn at 7:53 PM.

Vote: Audley –Aye, Bowman –Aye, Garrison –Aye, Hanold –Aye, Wisnewski - Aye
Menegoni -Aye

Respectfully submitted by John Hanold

Documents and Exhibits:

https://www.montague-ma.gov/files/Finance_Committee_2020-07-08_Materials.pdf